

## CHAPTER 5

# PROCUREMENT

Procurement is the act of obtaining materials or services. In the Navy, it is a tremendous undertaking. Think for a moment about the size of our modern Navy and the enormous quantities of materials essential for its operation. Just as a gun without ammunition cannot perform its intended job, ships cannot be effective fighting units unless they have the materials required to support and sustain them.

Material may be procured by requisition or purchase. Requisitions are most frequently used, but procurement of nonstandard material and emergency requirements is usually accomplished by purchases.

You will play an important role in the procurement of material for your ship. You must know what material is authorized, where it is obtained, the forms used in procurement, and how to prepare them.

This chapter presents the general responsibility for procurement and the methods normally used afloat.

### RESPONSIBILITY FOR PROCUREMENT

Supply officers are responsible for procuring all equipment and supplies used by the ship. This does not include medical stores, ammunition, Marine Corps stores, and those materials automatically furnished to ships.

Supply officers procure replenishment material for supply department stocks on their own initiative. They also procure supplies for other departments when they are within the ship's allowance. When procuring technical materials, supply officers consult with other department heads to ensure that the materials meet desired specifications.

Many materials, equipments, and supplies used aboard ship are not stocked in supply storerooms but are ordered to meet a specific requirement of one of the ship's departments. This material is ordered for "direct turnover" (DTO) to the requestor when received.

The procurement of medical stores, ammunition, and Marine Corps stores is the responsibility of other departments. Some material will be received aboard ship without any procurement action by the supply department. These materials are usually new items of

equipment or equipment that are automatically furnished to ships as replacements for obsolete items.

While procurement is the responsibility of the supply officer, the actual job of preparing documents will normally be assigned to SKs. You may be assigned to perform one or more specific tasks relating to procurement. The supply officer will rely on you to perform your job properly.

### DETERMINATION OF REQUIREMENTS

The supply officer is responsible for maintaining stocks to meet probable demands within the limits established by operation plans. This includes; general stores, subsistence items, ship's stores and clothing stocks. The supply officer, with other supply personnel, must be able to accurately determine the requirements for these items.

When repair parts are in the custody of supply officers, they are responsible for requisitioning replacements for those that have been issued. When department heads have custody of repair parts, they are responsible for notifying the supply officer each time a repair part is taken from stock. The supply officer then requisitions a replenishment repair part.

### Special Requirements

Other departments may require special material or an item in a greater quantity than is usually stocked in the storeroom. For example, the engineering officer plans to re-brick a boiler, and you do not carry firebrick in the storeroom. It is the engineering officer's responsibility to inform the supply officer of the special Requirement.

### Responsibilities of Storekeepers

Supply officers rely on SKs to prepare procurement documents. SKs usually determine routine requirements and inform their supply officers about requirements requiring their judgment and decision. This is not the sole job of one SK, all SKs share in this responsibility regardless of rate or where they work. Briefly stated below are some of the ways that SKs may fulfill their advisory functions.

**SUPPLY SUPPORT CENTER.**— Not all advice from other departments will come from the head of the department. In the Supply Support Center, the SK has constant contact with maintenance personnel from all departments. Their knowledge of requirements helps the supply officer to detect errors in repair parts allowances.

**STOREROOM STOREKEEPER.**— By knowing your storeroom and stock particularly in bulky or fast-moving items you may be able to restow stock to provide space for additional material. You also will be able to tell which items are not moving and may be excess and spot obvious errors in issue and receipt quantities.

**STOCK RECORDS STOREKEEPER.**— By being able to interpret the data reflected in stock record cards, you can advise the supply officer of items requiring a review of the high and low limits because of increased or decreased usage.

**ORDERING STOREKEEPER.**— Be alert for errors in the data elements of a request for either stock replenishment or DTO orders.

## **FACTORS IN DETERMINING REQUIREMENTS**

Before you can determine types and quantities of items to be carried, you must establish a desired endurance level for general categories of material. Endurance is defined as the period of time required for a ship to use a definite quantity of supplies. The first consideration in establishing endurance is the availability of storeroom space and its allocation among the different types of stem. Then convert the space to the number of days that the ship can be maintained by capacity loading. The supply officer will normally try to equalize the endurance of the various types of stores. NAVSUP P-485 provides up-to-date endurance charts for specified periods of time. The following paragraphs discuss other factors.

### **Available Space**

The amount of storage space available for an item is an obvious limiting factor. You cannot stow 100 cubic feet of material in a 50-cubic foot space. For this reason, bulky items may have to be carried in a quantity less than the desired level and reordered more frequently. Highly perishable items may also be stocked at a lower level to keep deterioration to a minimum. On the other hand, items of low cost and low

bulk may be carried at a higher level to reduce the time spent in ordering and stowing.

### **Ship's Experience**

The most accurate guide in determining your ship's requirements is the experience shown in its stock records. This tells you a usage factor that can be projected to future usage by either of the following methods or by a combination of the two. To compute 3 months' endurance:

Fast-moving items-multiply past month's usage by three.

Slow-moving items-divide past 6 months' usage by two.

Usage information is also found in the Frequency and Demand Listing, received as a result of the supply overhaul Integrated Logistics Overhaul (ILO).

It is only when there is no usage that the additional aids discussed below must be relied on to determine the requirements for an item.

### **Allowance Lists**

Allowance Lists, Initial Outfitting Lists, and Usage Data Tables are prepared to help supply officers determine stock requirements. They are usually provided for new or recommissioned ships. Since these ships have no prior usage to rely on, these lists and tables will be most helpful to the supply officer in determining supply requirements. These lists control the type and quantity of equipment and are guides for determining the supply requirements. Allowance Lists as used here do not include the Coordinated Shipboard Allowance List SNSL-SRI or Integrated Stock List-Storeroom Item (ISL-SRI) for repair parts.

### **Advice of Other Departments**

The supply department uses only a small part of the material stocked in the storerooms. Since other departments are your biggest customers, they will frequently advise you of requirements for material which are above normal. With this advance notification, supply officers can temporarily increase the stock level to meet the demand. They may also advise you of material, which has been used in the past, is no longer required. Thus, the requirement for this item can be deleted and prevent having dead stock in the storeroom.

## Ship's Operation

Operating factors may make it necessary to review stock records and reevaluate the requirements for some or all items stocked. These factors are:

- expected length of cruise
- type of operation (combat or training)
- expected climate during the operation
- supply support that will be available

If the expected length of a cruise is less than the normal endurance load, then no major adjustment is necessary. However, if the operation is expected to last longer, review fast-moving and essential items to determine if there are increased requirements.

If the ship has been operating in a hot or temperate climate for an extended period of time and then scheduled for deployment to the arctic, a review of materials required for cold weather operations is advisable.

A major factor of concern to the supply officer, when the ship is scheduled for deployment, is the supply support during the cruise. Will the ship be steaming independently? Will it be in company of similar ships? Will it obtain material from mobile logistics support ships or ashore activities? All of these questions must be answered before the supply officer can accurately determine the ship's requirements. This information is usually provided in the operation orders.

## ROUTINE REQUIREMENTS

A ship's requirements usually will fall under the heading of "routine requirements." The factors discussed in the preceding paragraphs apply to new ships and special circumstances. When applicable, they must be considered in determining the ships' requirements. The requirement for an item is initially established when the ship is commissioned or when it is first stocked. The requirement is validated at each supply overhaul.

Routine requirements are of two types: (1) stock replenishment—to replace material issued from your storerooms, and (2) direct turnover (DTO)—material not carried in your storerooms ordered as a result of a verified requirement from another department. When received it directly turned over to the requesting department.

Stock replenishment requirements normally are identified by the stock records Storekeeper when posting issues to the stock record cards.

**NOTE:** On ships without Supply Corps Officers, heads of departments are responsible to determine their requirements for general stems and requesting that the supply office prepare a DTO requisition.

Each time a repair part is used, a request should be submitted to the supply office so that a replacement can be requisitioned. Many of the factors discussed above must be considered by heads of departments in determining their requirements.

## SOURCE OF SUPPLY

The material required to support your ship is normally procured through the supply system. Emergency procurement may be by transfer from another ship or by purchase on the open market. Operation orders and instructions specify the sources of supply.

## WITHIN THE UNITED STATES

When your ship is home-ported in the United States support normally is obtained from the nearest supply supported activity or fleet industrial supply center.

They either furnish the material or pass the requisition to the appropriate activity for action. The supply department of a naval shipyard or other ashore activity may issue maintenance items to ships while at that activity. Requisitions for major stock replenishment should be submitted to the established supply support activity. Fleet commands may also use Combat Logistics Forces (CLF) ships to support other ships when desirable.

## OVERSEAS

Ships in overseas waters are supplied by combat logistics forces (CLF) units or overseas bases as specified in their operation orders and instructions. CLF supply support is normally by underway replenishment. Procedures for obtaining CLF support are found in the various fleet requisitioning guides. Local commands and operating conditions determine if the underway replenishment is to be by conventional replenishment (CONREP) ship alongside, vertical replenishment (VERTREP) helicopter, or both.

The Fleet Issue Requirements List (FIRL) projects the material requirements for resupply support of all

deployed forces of the Atlantic and Pacific Fleets. It is based on actual usage factors for those items most commonly requested by fleet units. Also for a limited number of additional items included for support of CNO-approved weapons systems and equipments. As set forth by the CNO, the FIRL is computed to satisfy 85% of the forecasted demands of the deployed fleet for a 90-day period. FIRL material is positioned primarily at selected stock points.

The Consolidated Afloat Requisitioning Guide Overseas (CARGO) is tailored for use by afloat requisitioners when requisitioning material, except ammunition, from CLF. Content, requisitioning procedures, explanation of tables and required reports are found in each chapter of the CARGO. Each CARGO consists of four chapters as follows:

- Supply Sources and Requisitioning Instructions
- Ship's Stem Afloat Requisitioning Load List and Shopping Guide
- Subsistence Requisitioning Tables
- Fleet Issue Load List (FILL) for Equipment-Related and Consumable Material Carried by the AFS (Combat Stem Ship)

The Tender and Repair Ship Load List (TARSLL) is a load list that has the items carried by tenders and repair ships. TARSLLs include the following categories of items:

- Equipment-related items required by an industrial ship to repair or alter equipments/components installed in the supported ships.
- Industrial-related items required for the direct support of shops and industrial services, provided by tender or repair ship.

In addition, the Submarine Tender (AS) TARSLL includes items of resupply required to support submarines.

Other ships may be able to satisfy emergency requirements when no other source of supply is available.

## **PURCHASE**

The supply officer has the authority to purchase items and services that are not available in, or carried by the supply system. These purchases may be made in the United States or foreign countries.

In the United States, most purchases are made through supply departments or supply support activities ashore.

In foreign ports, local commands may issue guidelines and restrictions pertaining to procurement by local purchase. For an indepth study of purchasing procedures followed by afloat activities, refer to NAVSUP P-485.

NOTE: On ships without Supply Corps officers, the commanding officer is authorized to make local purchases under the same circumstances as a Supply Corps officer.

## **REQUISITIONING**

A requisition is an order from an activity requesting material or services from another. The most common method of requisitioning is by printed forms designed to provide the information needed for the physical transfer of the material and accounting requirements.

## **TYPES OF REQUISITIONS**

Most requisitions will be for "not-in-excess" material, but there will be occasions when "in-excess" material is required.

### **Not-In-Excess Requisitions**

Requisitions for the following are considered not-in-excess

- Equipage on a ship's allowance list needed to bring the amount on hand and on order up to full allowance.
- Consumable supplies listed in the Navy Stock Lists, or applicable allowance lists, or other consumable supplies except nonstandard items.
- Repair parts listed in ship's allowances for which a requirement can be justified above the quantity fixed by the allowance.
- Repairable listed in an authorized allowance to bring on board the quantity authorized. Also to replace a repairable shipped to the designated repair facility. Requisitions to replace repairables will be on a one-for-one exchange basis. Requisitions for repairables that exceed a ship's allowance and requirements must be approved by the inventory manager.
- Material other than consumable supplies required for immediate expenditure.

- Services which cannot be accomplished by ship's force.

Not-in-excess requisitions are submitted directly to the supply activity.

### **In-Excess Requisitions**

Requisitions for the following are considered in-excess

- Controlled equipment not on the ship's allowance list.
- Controlled equipment on the allowance list but in greater quantities than allowed.
- Nonstandard consumable supplies when similar items are available in the supply system.
- Repair parts not listed in ships' allowances for which a requirement cannot be justified.

In-excess requisitions are prepared in the same way as other requisitions. However they are first submitted, under a letter of transmittal via the chain of command, to higher authority for approval. The supply officer is responsible for submitting these requisitions to higher authority for this approval.

Repairable may not be stocked in quantities in excess of the authorized allowance. Therefore, no in-excess requisitions may be submitted for repairables.

### **MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES**

The Military Standard Requisitioning and Issue Procedures (MILSTRIP) is used to order material from the following:

- Military installations
- Defense Logistics Agency
- General Services Administration

The paragraph entitled MATERIAL EXCLUDED lists materials not ordered by these procedures.

### **MILSTRIP REQUISITIONING FORMS**

MILSTRIP requisitioning is the use of a coded, single line item document for each supply transition. One of the following documents could be used for MILSTRIP requisitioning:

- DOD Single Line Item Requisition System Document (manual) (DD Form 1348)

- Single Line Item Consumption/Requisition Document (manual) (NAVSUP Form 1250-1)
- DOD Single Line Item Requisition System Document (mechanical) (DD Form 1348m)
- Non-NSN Requisition (manual) (DD Form 1348-6)

For a detailed description of these forms and their use, refer to NAVSUP P-485.

### **MATERIAL EXCLUDED**

The following types of materials are excluded from MILSTRIP. They will be requisitioned by DD Form 1149 unless otherwise indicated:

- Ship's propulsion fuel and bulk lubricants
- Cognizance symbol I material not assigned a 13-character Navy item control number (NICN). This includes standardization documents and departmental letter-type directives
- Material controlled by the Navy Oceanographic Office
- Cognizance symbol "OK" library materials controlled by the Chief of Naval Education and Training (CNET). They are requisitioned by letter in accordance with the *Naval General Library Manual*
- Industrial plant equipment is requisitioned using DOD Production Equipment Requisition/Nonavailability Certificate (DD Form 1419)
- Communications security equipment, communication security aids (keying material). All items, including components, individual elements, and repair parts, which are classified and designated crypto and handled through crypto channels. Use of the DD Form 1149 is not appropriate for items for which other procurement methods are prescribed in the *Registered Publication Systems Manual 4* (RPS4)
- Nuclear ordnance items designated by the Defense Atomic Support Agency for item serial number control
- Presentation silver

## DEFINITIONS OF TERMS USED IN MILSTRIP

You should know the terms used in MILSTRIP. Refer to the NAVSUP P-485 for definition and explanation for the terms associated with MILSTRIP.

### PREPARATION OF A MILSTRIP REQUISITION

MILSTRIP relies upon coded data for processing Requisitions with automatic data processing equipment. Whether a DD Form 1348 or NAVSUP Form 1250-1 is the prescribed requisitioning document (see figure 5-1

for example) care must be taken in selecting and entering coded data elements.

When preparing a DD Form 1348, or in a NAVSUP Form 1250-1 requisition material the following general rules apply to nonautomated ships without card facilities

- Enter data by ballpoint pen or typewriter.
- It is recommended, that data in a DD Form 1348 or NAVSUP Form 1250-1 be entered within the "tic" marks in the form. However, it is mandatory that entries be included within the data fields to which they pertain.
- To eliminate confusion between the number zero and the letter "O," use a slashed zero.

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MB																													

## **DATA ENTRIES**

Data entries in the DD Form 1348 and the NAVSUP Form 1250-1 must be made in accordance with the instructions found in the NAVSUP P-485.

## **DISTRIBUTION OF DD FORM 1348 AND NAVSUP FORM 1250-1**

When prepared as a requisition, the DD Form 1348 and the NAVSUP Form 1250-1 must be distributed as required by NAVSUP P-485.

## **PREPARATION OF THE DD FORM 1348-6**

The DD Form 1348-6 is used to requisition material which cannot be identified by a national stock number (NSN), a NATO stock number, or an NICN (other than a permanent "IL" coded NICN). The form consists of two sections. The upper section includes essentially the same data elements as those in a DD Form 1348. The lower section includes 10 data blocks for additional identification data. The general rules used in preparation of a DD Form 1348 also apply to the preparation of a DD Form 1348-6. (Since the supply some must process a DD Form 1348-6 "off line," which usually delays material delivery, every effort should be made to cross part numbered items to NSN items so that the material can be requisitioned by DD Form 1348/1348 m). See the NAVSUP P-485 for required entries and codes. Figure 5-2 is an example of a Non-NSN Requisition (DD Form 134845).

## **NORS REQUISITIONS**

A Not Operationally Ready-Supply (NORS) requisition is any requisition submitted for a casualty report (CASREPT) requirement or an anticipated CASREPT requirement (ANORS), as authorized in OPNAVINST 4614.1. (See figure 5-3.)

A NORS requisition will be prepared in the same format as that described for a MILSTRIP requisition. Specific data entries required in a NORS requisition are described in NAVSUP P-485.

## **MESSAGE REQUISITIONS**

In certain situation material requirements dictate the need for procurement by message instead of standard requisition documents. MILSTRIP is designed to permit transmission and receipt of requisitions by electrical communications, mail, telephone and courier. To assure responsive and expeditious processing, the media of communication used must be consistent with, and subject to, the limitations for use of media and status codes found in

the NAVSUP P-485. The media to be used and the normal order of preference of use of each media is also found in the NAVSUP P-485.

When a message requisition is prepared, a DD Form 1348, NAVSUP Form 1250-1, or DD Form 1348-6 is prepared for each item requested in the message. The original of each DD Form 1348 or 1348-6, or the original and white copy of a NAVSUP Form 1250-1, will be discarded and the remaining copies distributed in accordance with the NAVSUP P-485.

During periods of restricted communication (i.e., when "MINIMIZE" is imposed) data pattern messages, formatted Defense Automatic Addressing System (DAAS) messages, and narrative messages will be submitted only for priorities 01-08 requirements.

## **MILSTRIP MESSAGES TO BE SUBMITTED VIA DEFENSE AUTOMATIC ADDRESSING SYSTEM**

DAAS is a "real time" random access digital computer system. It uses the Automatic Digital Network (AUTODIN) switching centers of the Defense Communications System to receive and retransmit MILSTRIP messages to the addressees. An input message to DAAS may include multiple requisitions, followups, requisition modifiers, cancellation requests, etc., provided that each document included in the message is limited to 66 card columns of data. All retransmittals are accomplished via AUTODIN which automatically provides the addressee with a punched card (or magnetic tape image) for each document included in the originator's message. This precludes the necessity of any message handling or keypunch effort by the addressee. Figure 5-4 is an example of a message requisition prepared for transmittal via DAAS.

## **Requisitions Qualified for DAAS**

When material is authorized to be requisitioned by message and when no exception data is required, message requisitions for NSN or NICN items will be prepared and submitted in accordance with the NAVSUP P-485.

## **MILSTRIP MESSAGES TO BE SUBMITTED DIRECT TO SUPPLY SOURCE**

Message requisitions for non-NSN/NICN items or NSN/NICN items requiring exception data will be submitted direct to the supply source. These messages

NOTE: When information required to complete the data entries described in the preceding chart is not applicable or available, the respective data blocks will be left blank or will be completed to the extent that applicable information is available. Additionally, authorized signature and the complete line of accounting data (see NAVSUP P-3013) be entered in the DD Form 1348-6.

DOCUMENT IDENTIFIER			ROUTING IDENTIFIER			M & S	ITEM IDENTIFICATION (NSN, FSCN / Part No., Other)																UNIT OF ISSUE	QUANTITY					DOCUMENT NUMBER															
							FSCN								PART NUMBER														REQUISITIONER															
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	35										
A	0	E	N	D	Z	6																E	A	0	0	0	0	1	R	5	2	1	9	2										
DOCUMENT NO. (Cont.)						D E M A N D	S E R V	SUPPLEMENTARY ADDRESS								S I G N A L	FUND CODE		DISTRIBUTION CODE		PROJECT CODE		PRIORITY		REQUIRED DELIVERY DAY OF YEAR		ADVISE CODE		BLANK															
DATE						SERIAL																																						
36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69											
8	0	3	3	3	0	1	4	R	Y	N	E	B	1	3	A	N	R								0	6																		
										REJECT CODE (FOR USE BY SUPPLY SOURCE ONLY)		IDENTIFICATION DATA																																
												1. MANUFACTURE'S CODE AND PART NO. (When they exceed card capacity 0 thru 22) 05073 N3 - 12291 - P104																																
												2. MANUFACTURE'S NAME BABCOCK & WILCOX CO., NEW YORK, NY																																
3. MANUFACTURE'S CATALOG IDENTIFICATION										4. DATE (YYMMDD)										5. TECHNICAL ORDER NUMBER																								
6. TECHNICAL MANUAL NUMBER NAVY TECH MANUAL 351 - 0048										7. NAME ITEM REQUESTED ELEMENT, SOOT BLOWER, UNIT A																																		
8. DESCRIPTION OF ITEM REQUESTED																				9a. COLOR																								
																				9b. SIZE																								
9. END ITEM APPLICATION BOILER, STEAM, MN, 634 PSI, 4617 CU FT, 1393 TB										9c. SOURCE OF SUPPLY BABCOCK & WILCOX CO.																																		
9d. MAKE										9e. MODEL NUMBER										9f. SERIES										9g. SERIAL NUMBER 0														
10. REQUISITIONER (Clear text name and address) USS JOHN PAUL JONES (DDG - 32) FPO SAN FRANCISCO, CA 96601										11. REMARKS ADDL EQUIP DATA: APL # 021200007, MFR DW # MX 253001, EQUIP PATTERN # 12 ADDL ITEM DATA: NICN 4410 - LL-CAO - 0001: \$150.00 17818084.702D/53824/0/060957/2D/R52192/00803330/4NR R.S. SEARS, LT, SC, USN																																		

DD Form 1348-6, Feb. 85 Edition of Apr. 77 may be used until exhausted.  
S/N 0102-LF-013-2273 DOD SINGLE LINE ITEM REQUISITION SYSTEM DOCUMENT (MANUAL-LONG FORM) 86NP0149

NOTE: DD FORM 1348-6 is a 6 part snap out form with multicolored interleaved copies. It is perforated at fold line to permit fiding to size of a requisition

Figure 5-2.-Example of a Non-NSN Requisition (DD Form 1348-6).

will be prepared in accordance with the NAVSUP P-485. An example is shown in figure 5-5.

#### PREPARATION OF REQUISITION AND INVOICE/SHIPPING DOCUMENT (DD FORM 1149)

A DD Form 1149 will be prepared only for the procurement of material that is excluded from MILSTRIP. It may also be prepared for

excluded material for which a procurement document is not specified. It may be used to requisition repairs or rentals of laborsaving devices, repairs of equipage items, drycleaning, or renovation services, etc., when required by the supply source or repair facility.

When the DD Form 1149 is used for the procurement of specified materials (other than bulk petroleum) and services, it could be prepared using the



BEND TO:										REQUISITION IS FROM:									
N00228 NSC, OAKLAND										R52192 USS JOHN PAUL JONES (DDG-32)									
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JOINT MESSAGEFORM						SECURITY CLASSIFICATION			
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PAGE	DRAFTER OR RELEASE TIME	PRECEDENCE	LMP	CLASS	CIC	FOR MESSAGE CENTER/ COMMUNICATIONS CENTER ONLY			
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		PP PP	TT	EEEE	ZYUW				
MESSAGE HANDLING INSTRUCTIONS									
MINIMIZE CONSIDERED									
<p>FROM: USS JOHN PAUL JONES</p> <p>TO: NSC SAN DIEGO</p> <p>INFO: COMNAVSURFPAC</p> <p>UNCLAS E F T O //N04235//</p> <p>MILSTRIP NON-NSN REQ</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <div style="text-align: center;"> <p>DOCUMENT IDENTIFIER CODE</p> <p>ROUTING IDENTIFIER CODE</p> <p>MEDIA AND STATUS CODE</p> <p>FSCM AND PART NUMBER</p> <p>UNIT OF ISSUE</p> <p>QUANTITY</p> </div> <div style="text-align: center;"> <p>SERVICE DESIGNATOR AND UIC</p> <p>JULIAN DATE</p> <p>SERIAL NUMBER</p> <p>DEMAND CODE</p> <p>SUPPLEMENTARY ADDRESS</p> <p>SIGNAL CODE</p> </div> </div> <p>1. A05/NDZ/W/BLNK/EA/ZERO ZERO ZERO ZERO ONE/R52192/6212/0314/N/YNEB13/A/</p> <p>NR/TBLNK/EK5/05/BLNK/150-00</p> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <p>ESTIMATED EXTENDED PRICE</p> <p>REQUIRED DELIVERY DATE</p> <p>PRIORITY DESIGNATOR</p> <p>PROJECT CODE</p> <p>DISTRIBUTION CODE</p> <p>FUND CODE</p> </div> <p>IDENTIFICATION DATA: FSCM AND PART NO. 05073-N3-12291-P104; MFR. BABCOCK AND WILCOX CO. NAVY TECH MANUAL 351-0048; NAME OF ITEM: ELEMENT SOOT BLOWER UNIT A; END ITEM APPLICATION: BOILER STEAM, MN 634, PSI 1393TB; APL #021200007; MFR DWG NO. MX 253001; EQUIP PATTERN NO. 12: EQUIP SPEC MIL-R-18381 SHIPS; LAPL-02001. ADDL ITEM DATA: NICN 4410-LL-CA0-0001.</p> <p>DISTR:</p> <div style="border: 1px solid black; height: 40px; margin-top: 10px;"></div>									
DRAFTER TYPED NAME, TITLE, OFFICE SYMBOL, PHONE & DATE						SPECIAL INSTRUCTIONS			
LT I.L. GARNER, SC, USN									
RELEASE	TYPED NAME, TITLE, OFFICE SYMBOL AND PHONE					<div style="display: flex; justify-content: space-between;"> <div>SECURITY CLASSIFICATION UNCLAS E F T O</div> <div>DATE TIME GROUP</div> </div>			
	SIGNATURE								
<div style="display: flex; justify-content: space-between;"> <span>DD FORM 1 JUL 73 173 (OCR)</span> <span>86NPO152</span> </div>									

Figure 5-5.—Example of a naval message draft requisition for non-NSN Items.

guidance found in the NAVSUP P-485. An example is shown in figure 5-6.

## BULK PETROLEUM

When bulk fuel or bulk lube oil is procured from an ashore supply activity, a DD Form 1149 is required to

be submitted. A DD Form 1149 also is required for procurement of DLA-owned bulk petroleum from a Military Sealift Command (MSC) tanker. The prescribed format for the preparation of a DD Form 1149 for bulk petroleum is found in NAVSUP P-485. See figure 5-7 for an example of a DD Form 1149 used for petroleum products.

SHIPPING CONTAINER TALLY										1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50									
<b>REQUISITION AND INVOICES/SHIPPING DOCUMENT</b>										6. REQUISITION NUMBER <b>RB8192-3041- BELOW</b>									
1. FROM <b>RB8192 USS JOHN PAUL JONES (DDG-32)</b>										7. DATE MATERIAL REQUIRED <b>10 FEB 1998</b>									
2. TO <b>N00244 NBC SAN DIEGO, CA</b>										8. PRIORITY <b>13</b>									
3. SHIP TO - MARK FOR  <b>SUPPLY OFFICER          USS JOHN PAUL JONES (DDG-32)          FPO SAN FRANCISCO, CA</b>										9. AUTHORITY OR PURPOSE  									
4. APPROPRIATION AND SUBHEAD <b>1791804.702D</b>										10. SIGNATURE <b>R. S. BEARS, LT, SC, USN</b>									
5. SUBALLOT <b>B</b>										11. VOUCHER NUMBER AND DATE  									
6. BUL CONT. NO. <b>83824</b>										12. DATE SHIPPED  									
7. AUTHORIZATION ACT'S ACTIVITY <b>060987</b>										13. MODE OF SHIPMENT  									
8. FEDERAL STOCK NUMBER, DESCRIPTION, AND CODES OF MATERIAL AND/OR SERVICES <b>REQN. SER. NO.</b>										14. BILL OF LADING NUMBER  									
9. PROPERTY ACTIVITY <b>RB8192</b>										15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.  									
10. COUNTRY <b>000</b>										16. COUNTRY  									
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SHIPPING CONTAINER TALLY		1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50	
REQUISITION AND INVOICE/SHIPPING DOCUMENT			
1. FROM		R82192 US8 JOHN PAUL JONES (DDG-32)	
2. TO		N00244 NSC SAN DIEGO, CA (FUEL DEPARTMENT, POINT LOMA ANNEX)	
3. SHIP TO - MARK FOR		ENGINEERING OFFICER US8 JOHN PAUL JONES (DDG-32) PIER 2, NAVSTA, SAN DIEGO, CA	
4. APPROPRIATION AND SUBHEAD		OBJ. CL. BUD. CONT. NO. SUBAL. LOT AUTHORIZATION ACCT'S ACTIVITY TRANS. TYPE	
FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIAL AND/OR SERVICES		QUANTITY REQUESTED (a) SUPPLY ACTION (b) TYPE COL. TANKER (c) UNIT PRICE (d) TOTAL COST (e)	
9140-00-286-8810 NAVY SPECIAL FUEL OIL		BL 2750	
SUPPLEMENTARY ADDRESS: N60987			
SIGNAL CODE: A			
FUND CODE: 39			
16. TRANSPORTATION VIA MAYS OR MITS CHARGEABLE TO		17. SPECIAL HANDLING	
ISSUED BY		CONTAINER RECEIVED AS	
CHECKED BY		DATE	
PACKED BY		DATE	
RECAPITULATION		20. RECEIVER'S VOUCHER NO.	
DD FORM 1 MAR 56 1149 (4-77)		81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100	
REPLACES EDITION OF 1 MAY 56 WHICH MAY BE USED		SN 0102-011-1801	
		ORIGINAL 89NP0154	

Figure 5-7.—Example of a Requisition and Invoice/Shipping Document, DD Form 1149 (petroleum products).

## **LETTER REQUESTS**

Letter requests occasionally may be used to obtain material for which the usual procurement documents are inapplicable or inappropriate. Generally, letter requests will be submitted only when a formal discussion of the material requirement is necessary. Their use may also be required by the cognizant systems command, bureau, office, or other inventory manager. In addition to item descriptions and quantities letter requests will include, as a minimum, a MILSTRIP document number (for each item), an authorized priority designator (or required delivery date), and applicable accounting data. When a letter request is submitted for material which is chargeable to the ship's OPTAR, a DD Form 1348 will be prepared as an obligation document.

### **UNIFORM MATERIAL MOVEMENT AND ISSUE PRIORITY SYSTEM (UMMIPS)**

A vital part of the Military Standard Requisitioning and Issue Procedures (MILSTRIP) is the requirement to assign priorities as outlined in the Uniform Material Movement and Issue Priority System (UMMIPS). In the movement and issue of material, there must be a common basis to determine the relative importance of competing demands for resources of the logistics systems. These resources are transportation, warehousing, requisition processing, and material assets. The basis for expressing the military urgency of a requirement is the priority designator (PD), which ranges from 01 (highest) to 15 (lowest). The PD assigned to a requisition determines the time frame within which the requirement normally will be processed by the supply system. Except as prescribed in the NAVSUP P-485, the PDs to be used in Requisitioning material or services will be determined by the requisitioner's assigned force/activity designator (F/AD) and the applicable urgency of need designator (UND). The UND will be derived in accordance with the criteria found in the NAVSUP P-485. An activity's assigned F/AD, in conjunction with the UND applicable to the requirement, determines the appropriate PDs to be assigned in requisition documents. For detailed information on UMMIPS, refer to the NAVSUP P-485.

### **PROCUREMENT FROM SERVMARTS**

A SERVMART is a self-service store operated by an ashore supply activity. It provides a ready supply of relatively low-cost items frequently required by

customers in the area. A SERVMART also stocks certain medical and dental supplies, that can only be obtained by authorized Medical or Dental Corps personnel. Each SERVMART issues a SERVMART Shopping Guide which lists the cognizance symbol, NSN, noun name, unit of issue, unit price, and storage location of each item stocked in the SERVMART. The self-service feature of SERVMARTs, as well as simplified requisitioning procedures, enables an ashore supply activity to realize substantial cost savings and let its customers obtain material quickly without preparing and submitting a separate requisition for each item. The range of material available, ease of requisition, and ready convertibility to personal use require that ashore supply management personnel rigorously monitor and control SERVMART shopping.

### **SERVMART PROCEDURES**

A SERVMART Shopping List (SSL) (NAVSUP Form 1314) is used to list the items to be procured from a SERVMART. It provides the basis for preparation of each DD Form 1348 or NAVSUP Form 1250-1 money value only (MVO) required for such procurements. See figure 5-8 and 5-9 for examples of documents used to procure items from a SERVMART.

#### **Mandatory Requirements**

The use of the SERVMART Shopping List (SSL) (NAVSUP Form 1314) is mandatory in all procurement actions from a SERVMART. NAVSUP Form 1314, in conjunction with DD Form 1348 (MVO) or NAVSUP Form 1250-1 (MVO) are the only procurement forms authorized. Refer to the NAVSUP P-485 for detailed guidance in the use of these forms for SERVMART procurement.

#### **Documentation by Material Category**

One SSL in triplicate and one supporting DD Form 1348 or NAVSUP Form 1250-1 (MVO) are required to be prepared for each category of material that is to be procured from a SERVMART.

#### **Procurement of Material in Bulk Quantities**

Since larger ships often require quantities of material which would exceed amounts reasonably expected to be stocked on-the-shelf, many SERVMARTs provide a bulk issue service. This service is designed to provide the quantities necessary to fill smaller customer needs. However, SERVMARTs

DOC. IDENT. NO. 100244 NSC, SAN DIEGO SERVMART										REQUISITION IS FROM: R52192 USS JOHN PAUL JONES (DDG-32)									
A. STOCK NUMBER: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										B. STOCK NUMBER: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									
C. DOCUMENT NUMBER: R52192 0080 8678										D. REMARKS: TOTAL COST LIMITATION \$150.00									
E. AUTHORIZED SHOPPER: D. M. TIDWELL, YNSN, USN										F. LT I. L. GARNER, SC, USN									
G. ADVISE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29										H. ADVISE: 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29									

Figure 5-8. Example of a DD Form 1348 SERVMART procurement document.

1. REQ. DATE	2. DEPT. NO.	3. URGY	4. RDO	5. LOCATION	6. SIM NON-SIM	7. ISSUE DATE	8. REQ. NO.
9. NOUN NAME OR REF SYM	10. APLAELCID	11. INVQTY	12. NIS NC	13. CBL AMT	14. POSTED	15. SR (REQN OIS)	16. OPTAR LOG
17. EQUIP COSAL SUPPLY	18. YES NO	19. URG	20. MART	21. SR (ISSUE)	22. FUND	23. EXTENDED PRICE	24. FUND
25. REMARKS	TOTAL COST LIMITATION \$150.00 M.A. JIMENEZ, ENS, SC, USN						
AUTHORIZED SHOPPER: A.M. YASKALIS, SK3, USN							
26. QUANTITY	27. UNIT PRICE	28. EXTENDED PRICE	29. FUND				
1	1.5000	MVO	NC				

Figure 5-9. Example of a NAVSUP Form 1250.1 SERVMART procurement document.

are not designed to be the source of supply for long term requirements or predeployment loadouts. The use of SERVMARTs to fill such needs is not authorized.

For detailed information on the separation of these documents and DTO material requests, refer to NAVSUP P-485.

### PICKUP OF MATERIAL

The Storekeeper or other person designated to pick up material at a SERVMART is responsible for the following actions:

- If the total quantity requested is obtained, circle the quantity indicated on the SSL. If only a

partial quantity is available, line out the requested quantity and enter and circle the quantity obtained. If the item is not available in any quantity, line out the requested quantity and enter "NIS" in the "Qty" column.

- Correct the SSLs, when necessary, to reflect current prices, stock numbers, and units of issue of items obtained.
- Group and check out the items obtained by material category (i.e., a separate group of items for each DD Form 1348 or NAVSUP Form 1250-1). As each group of items is checked out, give the original DD Forms 1348 (MVO) or

NAVSUP Forms 1250-1 (MVO) to the SERVMART clerk, and obtain from the clerk a separate adding machine tape for each DD Form 1348 or NAVSUP Form 1250-1 presented.

- Prior to leaving the SERVMART, reconciled any differences between the prices listed in each adding machine tape or Electronic Point of Sale (EPOS) tape and those indicated in the applicable SSLs.

If requested items were not available at the SERVMART and the unavailable items are still required, MILSTRIP requisitions for the required item will be prepared and submitted through normal supply channels.

### **SPECIAL REQUISITIONING INFORMATION**

Thus far, you have learned how requisitions are prepared and submitted for routine requirements determined by the supply officer or head of other departments. Not all requisitions, however, are routine. For some, special handling or additional information is required.

#### **TRANSFER FROM OTHER SHIPS**

Emergency requirements may be obtained from ships other than supply ships and tenders if the material is available and can be spared. The request may be made on a DD Form 1348, NAVSUP 1250-1, or by message and should contain the same incarnation as a requisition to a supply activity except that the routing identifier is left blank. If the requested material is not available for issue, the requisition is returned to the requisitioner since ships do not hold requisitions on backorder for later issue.

#### **EQUIPAGE**

Equipment is a term applied to items that are not consumed in use, and usually are of greater value and have a longer useful life than supplies.

There are two categories of equipment: controlled equipment and other equipment.

Equipment allowances are established in the COSAL Stock-Number Sequence List-Operating Space Items (SNSL-OSI), COSAL parts I and II, and instructions and publications issued by commands and offices. The COSAL allowances were discussed in chapter 3 and are the most frequently referred to. The heads of departments are responsible for submitting requests for equipment requirements to the supply officer, who then requisitions the needed items.

Equipment that is not controlled is procured in the same manner as other operating space items. The allowance is intended as a guide and the quantity on board is determined by need and OPTAR availability. When a request is received from a department head, the supply officer submits the requisition direct to the supply activity.

Selected items are designated controlled equipment and require increased management afloat due to anyone or a combination of the following:

1. Essential for the protection of life, or
2. relatively valuable and easily converted to personnel use.

NAVSUP P-485 contains a list of items designated as controlled equipment. The type and quantity of controlled equipment on the ship's allowance list are mandatory allowances. Ships should carry a full allowance of these items at all times. Since each ship has a definite allowance, deficiencies or shortages can be determined and are budgeted separately in the ship's OPTAR.

When an item of controlled equipment is lost, damaged or otherwise unfit for use, it should be replaced promptly provided funds are available. Such replacement of missing or unserviceable controlled equipment must be substantiated by a survey and accompanied by a NAVSUP Form 1250-1.

Requests for deficiencies are submitted to the supply officer on NAVSUP Form 1250-1 by the head of department having custody of the controlled equipment. Upon receipt of the above issue requests, procurement documents are prepared by supply on either DD Form 1348 or DD Form 1348-6 in accordance with NAVSUP P-485. These requisitions are then submitted directly to the supply activity without approval of higher authority.

When controlled equipment is required in excess of allowance for a particular operation or short period of time, an in-excess requisition may be submitted to the TYCOM (type commander) for approval. The requisition is submitted with a letter of transmittal which should state the circumstances of the need.

If additional controlled equipment is needed on a permanent basis, an Allowance Change Request must be submitted to the authority that established the allowance. The request should include the allowance list reference, quantity allowed, additional quantity needed, and the reason for that need. The request is submitted via the chain of command and no

procurement action may be taken until the increased allowance has been approved. However, if the requirement is considered to be an emergency, a requisition may be submitted to a supply activity with the approval of a superior in the chain of command.

## **INSTALLED EQUIPMENT**

Procurement of installed equipment is the responsibility of and controlled by:

1. Naval Electronics Systems Command—Electronic Equipment
2. Naval Sea Systems Command—Ordnance Equipment.
3. Equipment and machinery for ship's operation Naval Sea Systems Command—Equipment and machinery for ship's operation.

Letter requests for installed equipment are submitted by the commanding officer. A requisition number must be assigned to these requests by the supply officer.

## **Initial Equipment Installation**

Most new equipment is installed during a shipyard overhaul. The additional repair parts required are added to the Stock-Number Sequence List-Storeroom Items (SNSL-SRI) by personnel in the shipyard Supply operations Assistance Program/ILO team. When new equipment is installed between overhauls, supply personnel must submit a Configuration Change Report to Navy Ships Parts Control Center (SPCC). SPCC will furnish the Allowance Parts List (APL) which supports the equipment. The supply officer is responsible for adding the allowed repair parts from the APL to the SNSL-SRI and for ordering many deficient items.

Some specialized equipment may be received with boxed sets of repair parts that are retained by the department. Replenishment of these parts is retie on the basis of a DTO request from the department as the parts are used.

## **AMMUNITION**

The basic policy and requisition procedures for ammunition are contained in Commander Surface Force instructions. Although the supply officer is not responsible for preparing or following up on ammunition requisitions, he will assist the weapons officer, when requested, in preparing the proper documents.

## **MANDATORY TURN-IN REPAIRABLE**

Mandatory turn-in repairable (MTRs) are high-cost items that cannot be repaired on board. They are shipped to the nearest designated repair facility. These items are procured and managed by the applicable inventory manager on the assumption that unserviceable repairable will be shipped promptly so they can be repaired and placed in supply system stock for reissue. In effect, repair becomes a substitute for procuring replenishment system stock. For this reason, control of unserviceable repairables is as important to the Storekeeper as the control of serviceable material.

Mandatory turn-in repairable are identified by the Material Control Code (MCC) appearing in the ML-1 and in the Master Repairable Item List (MRIL) (NAVSUP Publication 4107). These codes are E, G, H, Q, or X. Most mandatory turn-in repairables are assigned MCC "H"; the other MCCs apply to repairables that require special controls and handling. MCC definitions are found in NAVSUP P-4107.

## **Advice Codes**

Advice codes must be assigned to all requisitions for mandatory turn-in repairable items. Generally, advice code 5G will be cited in replacement requisitions. Advice codes are found in NAVSUP P-485.

These advice codes have precedence over any other advice code that may apply applicable to the requisition. When it is necessary to include additional advice codes in a requisition for a mandatory turn-in repairable, it is entered in the "Remarks" field, and the appropriate document identifier for indicating exception data (A0E or A05) must be entered in CC 13.

## **Requisition Document Numbers**

Requisitions for replacement of mandatory turn-in repairable must contain the same document number as the turn-in document of the unserviceable repairable that was shipped to the designated repair facility.

## **Requisition Priorities**

Requisitions for mandatory turn-in repairable will be assigned priority 06 unless the urgency of need justifies a higher priority.



## FLEET INTENSIFIED REPAIRABLE MANAGEMENT (FIRM) ITEMS

FIRM repairable are those MTR items which the SPCC has designated for intensive management to obtain improved support of selected critical shipboard weapons systems. (FIRM repairables listed in the MRIL are identified by material control code "E" in the "MCC" column, and by "FIRM ITEM" in the "Notes" column.) Requisitions of nonautomated activities (and of automated activities when an AUTODIN facility is not available) will be transmitted by MILSTRIP message to be submitted via the DAAS. An example of a MILSTRIP message for a FIRM MTR item is shown in figure 5-10.

### Field Level Repairable

Field level repairable are repairable items identified by MCC "D" which are to be repaired at the local activity if possible. If a field level repairable cannot be repaired locally, it will be turned in at a local tender.

## FUEL

Supply officers can procure fuels from the following sources:

1. Fleet oilers, station tankers, yard oilers, and tenders.
2. Fuel depots and annexes.
3. Commercial shore installations, both foreign and domestic under Defense Petroleum Supply Center contracts (as listed in the Defense Petroleum Supply Center Contract Bulletins).
4. Commercial shore installations in areas in Alaska and Hawaii and outside the United States under contract to local Navy activities.
5. Other Navy combatant or supporting service force ships.
6. Shore installations of other services or agencies.

The responsibility for procuring fuels rests with the supply officer, who makes the arrangements with the supplying activities or contractors.

86NP0157

**MILSTRIP MESSAGE TRANSMITTAL WORKSHEET (12 PITCH) (2000)**  
NAVSUP 1363 (REV. 1-79)  
NOTE: FOR USE ON ELITE TYPEWRITERS - 12 PITCH

SECURITY CLASSIFICATION  
UNCLAS

RELEASED BY I. L. GARNER, LT, SC, USN		DRAFTED BY K. M. HAULDREN, SKCS, USN		PHONE 896	DATE 28 FEB 1980
--	--	---	--	--------------	---------------------

PAGE 1	DRAFTER OR RELEASE TIME	PRECEDENCE ACT INFO	LMF	CLASS	OC	FOR MESSAGE CENTER/COMMUNICATIONS CENTER ONLY		
OF 1		P	TT	UUUU	ZYUW		DATE-TIME	MONTH YR

FROM: USS JOUETT  
TO: DAAS DAYTON OH

INFO:

**CARD COLUMNS NOT REQUIRED  
MUST BE LEFT BLANK**

USE THIS SPACE FOR ALIGNMENT (EML type - 12 pitch)										STOCK NO.		U/I		QTY		DOCUMENT NO.		REQ'NR		DATE		SERIAL		ES		ADDRESS		STATION		PROJ		PRI		REGD		ADV							
1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0	1	2	3	4	5	6	7	8	9	0				
A	0	1	N	3	B	R	C	0	0	0	7	B	4	7	1	3	8	4	0	0	1	R	2	7	0	4	0	0	5	9	8	0	1	R	Y	A	1	2	5	4	A	N	E

Figure 5-10.—Example of a MILSTRIP message for a FIRM MTR item.

The determination of requirements for bunker fuel is the responsibility of the engineering officer. The engineering officer advises the supply officer of the quantity required and the time delivery is desired. Determining requirements of cargo fuel aboard an oiler rests with the cargo officer, who informs the supply officer of the quantities required and the time delivery is desired. Fuel is requisitioned on DD Form 1149.

The only standard limitation on the maximum quantity of bunker fuel that a ship may take is the NAVSEA safety factor of 95% of the rated bunker capacity. Local limitations may be imposed on ships returning to ports in continental United States by the CNO area coordinator or base commander.

## **FORMS AND PUBLICATIONS**

Forms are requisitioned in the same manner as any other consumable material on DD Form 1348.

Publications (identified by cognizance symbol 01) are not carried in a stores account and are issued without charge. Therefore, signal code “D” or “M” (no billing required), as appropriate, is entered in CC 51, and the fund code, CC 52—53, is left blank.

Special requisitioning instructions, approval requirements, and restrictions are indicated in the Requisition Restriction (RR) column of the Navy Stock List of Forms and Publications.

## **SHIP'S STORE OR SUBSISTENCE STOCK**

When normal supply sources are not available and general stores stock is exhausted, ship's store or subsistence stock may be transferred to ship's use. For example, cornstarch transferred from subsistence stock for use in cleaning the boilers or flashlights transferred from ship's store to general use.

Such transfers are made on DD Form 1149 and are charged to the ship's OPTAR (funds available for operation of the ship). Complete accounting data must be shown on the transferring DD Form 1149 for both the charge and the credit.

## **MISCELLANEOUS MATERIAL AND SERVICES**

Refer to NAVSUP P-485, when procuring services, ecclesiastical material, boat letters, books, ice, typewriters, newspapers, printing, rubber stamps, local tunnel tickets, and other miscellaneous material. The

procurement action varies with the type of service or material.

## **REQUISITION FILE MAINTENANCE**

Requisition file maintenance begins when a requisition is prepared and the hardback copy of the procurement document is placed in the material outstanding file (MOF). When the material ordered has been received or canceled, the requisition document, with a copy of the receipt document, is placed in the material completed file (MCF). The cycle ends when the charge has been cleared through the Defense Finance and Accounting System (DFAS) at San Diego or Norfolk and reported to your ship. The steps in between are largely dependent upon the volume of requisitions prepared and the procedures used in your office. In this section we will only discuss the MOF and how it is used.

## **MATERIAL OUTSTANDING FILE**

The majority of procurement documents are DD Form 1348s. The file is usually maintained in a card file. The cards should be maintained in document number sequence. The hardbook copy of DD Form 1348 is the material outstanding file copy.

The DD Form 1149 is attached to the hardbookcopy of the DD Form 1348 that was prepared as an obligation document. The procedures are found in NAVSUP P-485.

## **SUPPLY STATUS**

The frequency and type of status is determined by the Media and Status (M & S) code assigned to the requisition. The purpose of status is to keep you informed of the action(s) being taken by supply activities to furnish the requested material.

Supply status usually is received on DD Form 1348m or a General Purpose Detail Card which is punched and interpreted similarly to that shown in figure 5-11.

Supply status may also be received by message on high-priority requisitions. It is similar in format to a message requisition.

It is here that the importance of the document identifier code is evident. The DD Form 1348m has many uses, and in order to accurately interpret the information show the purpose of the card must be





The supply activity then furnishes the current status of your requisition.

When taking followup action on a requisition for urgently needed material for which the standard delivery date or required delivery date is past with no status received, document identifier AT—may be used instead of AF1. This tells the supply activity that if they have no record of the original requisition, to process the followup as a requisition. This could preclude the need for another requisition if response to an AF1 followup should be “no record of your requisition.” However, it may also result in duplicate shipment and billing.

## **REQUISITION CANCELLATION**

When material is no longer required, a cancellation request should be sent to the last known holder of the requisition. It is prepared in the same manner as a followup except that a document identifier in the AC-series is used. Submission of a cancellation request does not guarantee cancellation of the requisition. If the supply activity has already released or shipped the material, the requisition cannot be canceled. For this reason, you should not consider a Requisition canceled until confirmation is received from the supply activity.

## **MATERIAL OBLIGATION VALIDATION (MOV)**

Periodically, supply activities review all requisitions held on backorder and for those considered overage, they Prepare a backorder reconciliation for each requisitioner. When you receive an MOV request, the cards or listing should be checked against your records and a report made in accordance with the instructions included with the request. The reconciliation serves several purposes of which the following are of interest to you:

- current status of outstanding requisitions
- cancellation of old requisitions for material no longer needed by your ship
- correction of files maintained by the supply activity requesting the reconciliation

## **REQUISITION MODIFIER**

A requisition modifier document may be initiated by the requisitioner, supplementary addressee, or monitoring office, to modify the priority designator, required delivery date, media and status code, and/or

distribution code of a previously submitted requisition when.

- Force/activity designator (F/AD) is upgraded or downgraded
- Urgency of the requirement increases (except for CASREPT) or decreases due to unplanned or unforeseen conditions

The project code may also be modified if the outstanding requisition is held by a NAVY activity. When material on order is required to satisfy a CASREP, the outstanding requisition will not be modified. A NORS requisition must be submitted for the CASREP requirement.

## **PURCHASE**

Purchase actions are normally taken by a shorn activity as a result of ships' requisitions. However, ships' supply officers and commanding officers of ships without Supply Corps officers may obtain requirements for supplies or services by purchase on the open market when all of the following conditions exist:

1. There is an immediate and urgent requirement for authorized supplies or services.
2. The supplies or services are not available at the local supply support activity.
3. Time is of the essence and scheduled operations will not permit procurement through Navy shore-based purchasing activities.

Other purchase restrictions may be imposed by the senior officer present afloat (SOPA), particularly when in foreign ports.

When authorized by the type commander, the supply officer may make routine purchases of supplies and services when the value does not exceed \$25,000 and all of the following conditions exist:

1. The supplies or services are not available at the local supply support activity.
2. Supply department complement is sufficient to handle the additional workload involved without detrimental effects.
3. The supply officer is reasonably familiar with the local market area in the vicinity where the ship is located
4. All transactions are made by an approved small purchase method providing for immediate delivery of material purchased.

## RESTRICTIONS

Activities afloat, either in the United States or foreign ports, may not purchase the following materials without the specific authority from the cognizant bureau or command:

1. Material in excess of allowance except properly approved emergency requirements.
2. Boats.
3. Books for the ship's library.
4. Forms, commercial printing, binding, blank bookwork.
5. Technical ordnance articles.
6. Printing equipment and machinery.
7. Automotive equipment.
8. Transportation facilities, equipment material, parts; and supplies required for domestic transportation.

## METHODS OF PURCHASE

Purchases afloat are made by one of the following methods:

1. Purchase order for purchases not in excess of \$25,000 (in CONUS) not in excess of \$50,000 (out CONUS).
2. Imprest fund for cash purchases when the amount does not exceed \$500.
3. Orders under indefinite delivery-type contracts and blanket purchase agreements (BPAs) that have been negotiated by ashore activities.

A single requirement may NOT be divided into more than one purchase action for the purpose of avoiding the monetary limitations stated above. Each of the above methods is discussed in the following paragraphs.

Procedures for purchases by ashore activities are provided in NAVSUPINST 4200.85.

## OBLIGATION DOCUMENT

When a purchase is made under any of the above procedures that is chargeable to the ship's OPTAR, a DD Form 1348 is prepared as an obligation document. The hardback copy of the DD Form 1348 is attached to a copy of the purchase document and placed in the MOF. The green copy of the DD Form 1348 is placed in OPTAR document holding file 1 by ships that submit

budget/OPTAR needs, or promptly forwarded to the OPTAR holding activity by ships that do NOT submit budget/OPTAR reports. The original and remaining copies are discarded.

## PURCHASE ORDER

The purchase order method will be used for purchases in the open market up to the purchasing authority as authorized by the cognizant type commander. (Purchase orders will not exceed \$50,000 except as specified in the NAVSUPINST 4200.85). The material or services included in a single purchase order number will be chargeable to the same fund code (e.g., the purchase order will include all repair parts or all services but not both). See figures 5-13A, 5-13B, and 5-13C for example of the forms to be used. Use the NAVSUP P-485 for guidance and purchase orders.

The DD Form 1155, with the 1155r or 1155r-1 is distributed as are specified in the NAVSUP P-485.

## IMPREST FUNDS

The imprest fund is a simple and economic method of making purchases of \$500 or less. It is a cash fund and operates much like the petty cash fund used by private industry. It is, in effect, a miniature revolving fund. The fund is reduced as purchases are made. When the reimbursement voucher is prepared the ship's OPTAR is charged for the amount spent and the money returned to the imprest fund.

### Authority

Upon the written approval of the type commander, ships may establish an imprest fund. The supply officer, establishes the fund in writing. The maximum amount for the fund and designation of imprest cashier to act as custodian of the fund must be included. The amount of the fund should be based on anticipated purchases, normally not to exceed \$1,000 and no less than \$500. A greater amount must be approved by the type commander and authorized by NAVSUP. A review should be made quarterly to determine if there is a continuing need for the fund and if the amount of the fund is greater than necessary. Any officer or enlisted member attached to the supply department may be designated as imprest fund cashier unless they are performing disbursing duties.

**Figure 5-13A.—Example of a DD Form 1155 Order for Supplies or Services/Request for Quotations.**

## Security of Cash and Receipts

To prevent theft or unauthorized use, imprest funds (both cash and receipts for amounts paid out and not yet reimbursed) must receive the same security as that given other public monies. See *NAVCOMPT Manual*, Volume 4 for detailed policy and procedural guidance.

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**Figure 5-13B.—Example of a D Form 1155r Order Supplies or Semites/Request for Quotations (general provisions.**

## When Imprest Funds may be Used

Imprest funds may be used to purchase supplies and services only when the requirement cannot be satisfied by the supporting shore activity within the required time frame and:

1. The transaction involves one delivery and one payment not in excess of \$150. In emergency situations this limitation may be increased to \$300. However, prior to purchase, written approval by the commanding officer for all emergency transactions in excess of \$150 must



Figure 5-13C.—Example of a DD Form 1155r-1 Order for Supplies or Services/Request for Quotations-Foreign.

**2.** The supplies or services are available immediately and cash payment will be made upon pickup or delivery.

Imprest funds may not be used for any of the following purposes:

- 5-25**

3. Purchase of money orders.
4. Purchase of supplies or services that with detailed specifications or require detailed technical inspection upon pickup or delivery.
5. Purchase of supplies or services that would not be authorized for purchase under general purchasing regulations.

## **Disbursements**

Purchases from the imprest fund must be based on an authorized purchase request document (NAVSUP Form 1250-1, or DD Form 1348). These documents must be approved by the supply officer or his authorized representative. Normally, the purchase request document must be marked "imprest fund" and include the following information

1. Item name.
2. Estimated unit price and total price.
3. Vendor's name and address, if known.

The cashier may advance funds to the person authorized to make the purchase and obtain a receipt for the advance. The cashier may also reimburse a person for an authorized purchase made with his own money. In either case, the approval must be obtained before the purchase is made. Figure 5-14 shows an example of STD Form 1165 and describes its use as an interim receipt for money advanced and as a receipt for money spent. It is preferable to obtain the receipt for purchase on the vendor's own form (sales ticket, delivery ticket, or other similar document), but if this is not available, the STD Form 1165 may be used. If the vendor's form is used as the receipt for cash and the amount of the purchase exceeds \$15, the sales representative must certify the receipt. See the *NAVCOMP Manual*, Volume 4 for certification requests.

The supply officer or other designated person receives all items purchased through the imprest fund. Receipt is certified by receipt by dating and signing the vendor's receipt "Received and accepted." When practicable, a "designated person" should be someone other than the imprest fund cashier. The purchaser must return the receipt and any unused cash to the cashier as soon as possible. Then the cashier voids the interim receipt for cash and returns it to the purchaser. These receipts must be afforded the same security as cash.

The cashier should balance his funds daily to ensure that the total amount of the fund is accounted for, either in cash or purchase receipts.

## **Inspection and Verification**

The imprest fund cashier may be required to account for the established balance of the fund at any time. The total cash on hand, paid vendors' receipts, unpaid reimbursement vouchers, and interim receipts for cash must equal the total amount of the fund. An unannounced inspection should be made quarterly. The commanding officer designates an individual to conduct the inspection. A report of the results of an inspection should be made promptly to the commanding officer.

## **Reimbursement**

In order to maintain adequate controls over imprest funds a Reimbursement Voucher (Standard Form 1129) is prepared on an as-required basis. In no case should reimbursement be made more often than once a month if disbursements have been made.

Ships operating on extended cruises, when no disbursing officer is available, must prepare the STD Form 1129 immediately upon return to an area served by a disbursing officer if disbursements from the imprest fund were made during the period. Figure 5-15 shows an example of reimbursement voucher with one of the purchase receipts for which reimbursement is requested.

The imprest fund cashier prepares the STD Form 1129 in an original and the number of copies required by the disbursing officer who replenishes the fund. The obligation document number of each transaction is a required entry in the "Cost Code" column of the "accounting" section of the STD Form 1129. The completed STD Form 1129, with the original of each "paid" dealer's invoice or subvoucher and the original of each DD Form 1348 (MVO) attached, is submitted to the disbursing officer. The disbursing officer reimburses the imprest fund cashier for the amount of acceptable dealers' invoices or subvouchers received, and furnishes the cashier a "paid" copy of the STD Form 1129.

## **Refunds from Vendors**

If a vendor refunds cash, the imprest fund cashier should follow the procedures found in NAVSUP P-485.

Standard Form 1165  
10-60-100

INTERIM RECEIPT TO BE COMPLETED  
AT TIME OF ADVANCEMENT OF CASH  
AND RETAINED BY IMPREST FUND  
CASHIER

THIS PORTION OF FORM WILL BE  
COMPLETED AT TIME OF MAKING  
PURCHASE

THE IMPREST FUND CASHIER WILL NUMBER  
EACH VENDOR'S RECEIPT (WHETHER DEALER'S  
BILL OR SUBVOUCHER PORTION OF STANDARD  
FORM 1129) AS A SUBVOUCHER

INTERIM RECEIPT FOR CASH  
Date 7/23/83  
Received of Imprest Fund Cashier  
\$20.00 for which I hold  
myself accountable to the United  
States.

RECEIPT FOR CASH—SUBVOUCHER  
(To be used when invoice is not available)  
Received in cash from NINETEEN and 85 (19.85) for the following:  
Service No. 4 Date 23 July 1983

QUANTITY	ARTICLE OR SERVICE	AMOUNT
1 EA	Bearing #73408	16.95
2 EA	Retaining NUTS	2.90

Vendor Acme Industrial Supply  
Address 4474 Business St.  
San Diego, Calif.  
By [Signature] Title Owner  
Appropriation and Accounting Classification 100 207 200 00 200 000

TO BE SIGNED BY PERSON  
TO WHOM CASH IS ADVANCED

MUST BE FILLED OUT  
IN INK OR INDELBLE PENCIL

TO BE SIGNED BY SUP-  
PLIER OR HIS AGENT

86NPO163

- STEP 1 - INTERIM RECEIPT PORTION COMPLETED AND SIGNED BY PERSON TO WHOM CASH ADVANCED. RETAINED BY IMPREST FUND CASHIER. SUBVOUCHER PORTION GIVEN TO INDIVIDUAL FOR USE AS DEALER'S BILL.
- STEP 2 - INDIVIDUAL MAKES PURCHASE AND OBTAINS EITHER A SIGNED DEALER'S BILL OR THE SIGNATURE OF THE SUPPLIER OR HIS AGENT ON THE SUBVOUCHER.
- STEP 3 - PERSON WHO MAKES PURCHASE RETURNS SIGNED RECEIPT OR DEALER'S BILL WITH UNUSED AMOUNT OF THE CASH ADVANCED TO IMPREST FUND CASHIER.
- STEP 4 - IMPREST FUND CASHIER VERIFIES DEALER'S BILL OR COMPLETED SUBVOUCHER AND RETURNS INTERIM RECEIPT, MARKED "VOID", TO INDIVIDUAL.

Figure 5-14.—Example of a Receipt for Cash-Subvoucher, STD Form 1165.

**REIMBURSEMENT VOUCHER** (Standard Form 1129, 7-1-61) (Rev. 10-1-61)

U.S. Department of the Army, **USS JOHN PAUL JONES DD-32**  
(Department, Bureau, or establishment)

Payee's name **SEC(US) J.S. SEARS**  
Mailing address **USS JOHN PAUL JONES DD-32**  
**c/o P.O. San Francisco, Calif. 96601**

For payments made on account of official business as per attached subvouchers numbers **10**  
No. **20** inclusive, for the period **2 June 1972** to **8 June 1972**  
and reclaimed subvouchers numbers

AMOUNT  
Dollars **95.00** Cents

THE SUM TOTAL OF THE SUBVOUCHERS

THE TOTAL AMOUNT FOR THIS VOUCHER

THE AMOUNT OF ANY REIMBURSEMENT VOUCHER PREVIOUSLY PREPARED BUT NOT PAID BY DISBURSING OFFICER TO DATE

THE AMOUNT OF THE RECEIPTS HELD BY THE IMPREST FUND CASHIER FOR CASH ADVANCED

TOTAL MUST EQUAL SUM OF MONEY ADVANCED BY DISBURSING OFFICER

ORIGINAL ONLY TO BE SIGNED BY THE IMPREST FUND CASHIER

SHOW COMPLETE ACCOUNTING DATA

DEALER'S BILL USED TO SUPPORT THE REIMBURSEMENT VOUCHER

NOT APPLICABLE

BALANCE OF CASH ON HAND

Yours truly, **J.S. SEARS**  
(Signature)  
Title **SEC(US) J.S. SEARS**  
(Name)

Approved: **J.S. SEARS**  
(Signature)  
Title **SEC(US) J.S. SEARS**  
(Name)

Amount verified correct for

(Signature or initials)

(For Administrative Use)

Approved:

Permitted to authorize need in me I certify that this voucher is correct and proper for payment.

**J.S. SEARS**  
(Signature)  
Title **SEC(US) J.S. SEARS**  
(Name)

Number of reimbursement checks desired \_\_\_\_\_  
on the amount of \_\_\_\_\_

ALL ACCOUNTING CLASSIFICATION (Form 1-61)

Appropriation Symbol and Number	Object Class	Project Number and Activity	Activity Number	Type	Priority Activity	Cost Code	Amount
1701804-702C	000	57017 0	060957	20	3-2192	0001 571 83208	57.50
						0001 571 86080	16.00
						0001 571 87208	21.50

Put in (Check in) Note

Put in cash \$ \_\_\_\_\_ (Show)

Printed in Government Printing Office 1960 O-7 197-177

**RECEIPT FOR CASH—SUBVOUCHER** (Standard Form 1165, 7-1-61) (Rev. 10-1-61)

(To be used when invoice is not available)

Received in cash from **IMPREST FUND CASHIER USS DUARTE (DD-901)**  
**NINETEEN** and **85** (**19.85**) for the following:

QUANTITY	ARTICLE OR SERVICE	AMOUNT
<b>1 EA</b>	<b>Bearing #73408</b>	<b>16.95</b>
<b>2 EA</b>	<b>Retaining Nuts</b>	<b>2.90</b>

Vendor **Acme Industrial Supply**  
Address **4474 Business St.**  
**San Diego, Calif.**

Signature **J.S. SEARS**  
Title **SEC(US) J.S. SEARS**

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Figure 5-15.—Example of an Imprest Fund Reimbursement Voucher (STD Form 1129) with supporting purchase receipts.

## Records

Recordkeeping for the imprest fund must be kept to a minimum, consistent with the requirement that adequate controls be maintained.

**VOUCHER CONTROL.**— The imprest fund cashier maintains, a complete suspense file of all original sales documents and DD Forms 1165 for which reimbursement has not been made. When these vouchers are submitted to the disbursing officer for

reimbursement, a retained copy of the Standard Form 1129 is filed pending reimbursement and return of a "paid" copy of the Standard Form 1129 from the disbursing officer. The "paid" copies of Standard Forms 1129 returned by the disbursing officer should be filed in chronological order and retained for 2 years.

**IMPREST FUND PURCHASE LOG.**— A locally prepared imprest fund purchase log must be maintained by the imprest fund cashier to provide a record of each transaction. An example of the log is shown in figure 5-16.

## ORDERING UNDER CONTRACTS

Supply activities ashore negotiate various type contracts with commercial vendors to provide material and services required by ships and activities. These are discussed in the following paragraphs.

### Indefinite Delivery Contracts

An indefinite delivery contract exists when the terms and conditions that a supplier will deliver specified supplies or services in response to orders have been agreed to. The time of delivery is specified in the order rather than in the contract. At many ports arrangements have been made for ships to obtain supplies and services from commercial companies by

placing orders under indefinite delivery contracts for supplies and services such as:

- Rubber stamps
- Laundry and drycleaning services
- Fuel and lubricating oils
- Repair and cleaning of special clothing
- Repair of office machines

Ships and activities in the area are advised of these contracts by means of contract bulletins issued by the contracting office. The Order for Supplies or Service/Request for Quotation (DD Form 1155) is used to obtain delivery under contract. The order must include the contract number, discount terms, "X in the "Delivery" square, and schedule information. Figure 5-17 is an example of a DD Form 1155 prepared to obtain delivery of an item under an indefinite delivery-type contract.

### Blanket Purchase Agreements

A blanket purchase agreement (BPA) is an arrangement with a vendor to furnish designated categories of material for a specific period of time. BPAs are made by shore supply activities. This method of effecting purchases in the open market provides an easy way to establish charge accounts with qualified

PURCHASE NO.	DATE	DEPT.	NOMENCLATURE	SUPPLIER	AMOUNT	REIMBURSEMENT VOUCHER NO.	OBLIGATION DOCUMENT NO.
16	5/27/83	ENG.	CEMENT, EPOXY	SEARS ROEBUCK, SAN FRANCISCO	18.50	62-70	3147-1796
17	5/29/83	SUP.	TONER	XEROX INC., SAN FRANCISCO	23.00	62-70	3149-1802
18	6/2/83	ENG.	FIRE HOSE NOZZLE	DEF. Co., SAN FRANCISCO	57.50		3153-1832
19	6/6/83	SUR	FACIMILE STAMPS	MUTH Co., OAKLAND	14.00		3157-1840
20	6/6/83	GUN.	GASKETS	GATES MFG., OAKLAND	23.50		3157-1852

CGNPO021

Figure 5-16.-Example of an imprest fund purchase log.

CHECKED OR APPLIED <input checked="" type="checkbox"/> ORDER FOR SUPPLIES OR SERVICES		REQUEST FOR QUOTATIONS NO.		PAGE 1 OF 1	
RETURN COPY OF THIS QUOTE BY (THIS IS NOT AN ORDER - See DD Form 1155)		6. MODIFICATION REQUEST NO.		7. CERTIFICATION NO. (Initials, Date, Signature)	
1. CONTRACT/PURCHASE ORDER NO.		2. DELIVERY ORDER NO.		3. DATE OF ORDER	
N00228-81-D-1375				81 Aug 01	
4. RETURN BY		5. REGISTERED BY (If other than 4)		6. DELIVERY FOR	
Supply Officer USS JOHN PAUL JONES (DDG-32) FPO San Francisco 96601				<input checked="" type="checkbox"/> DELIVERY FOR <input type="checkbox"/> OTHER	
8. CONTRACT QUOTE		9. FACILITY CODE		10. DELIVERY TO FPO POINT BY	
NAME AND ADDRESS SANITARY LINEN SERVICE 711 EDDY STREET San Francisco, CA 94109				81 Aug 08	
				11. SPECIAL TERMS 1,000 20 Days	
				12. SPECIAL TERMS Same as block #6	
14. SHIP TO		15. PAYMENT WILL BE MADE BY		16. MAKE ALL PAGE CHANGES AND PAGE DELETIONS IN CONTRACT ON ORDER NUMBER	
Supply Officer USS John Paul Jones (DDG-32) Pier #19, Maritime Wharf #7 San Francisco, CA 94111		N00218 Naval Supply Center Oakland Regional Financial Services Dept Treasure Island San Francisco 94109			
18. DELIVERY <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>		This delivery order is subject to instructions contained on this side of form only and is issued on another Government agency or in accordance with and subject to terms and conditions of the numbered contract.			
Reference your _____ furnish the following on terms specified herein, including, for U.S. purchases, _____ and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304 (a) (2) or as specified in the schedule of contract or in the U.S. or possessions or Puerto Rico; if otherwise, under 2304 (a) (1).					
15 CHECKED, special provisions _____, and delivery as indicated. This purchase is negotiated under authority of 10 USC 2304 (a) (2) or as specified in the schedule of contract or in the U.S. or possessions or Puerto Rico; if otherwise, under 2304 (a) (1).					
If checked, Additional General Provisions apply. Supplier shall sign "Acceptance" on DD Form 1155 and return copies.					
17. ACCOUNTING AND APPROPRIATION DATA - ACCOUNTING CLASSIFICATION (REV 7-68)					
Item No.	Appropriation Symbol and Suffix	Obj Class	Bureau Code No.	Sub Obj	Auth's Act's
17	1711804 7020	000	53824	0	060957
					20
					852192
					0012131070N1
					\$27.00
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES			20. QUANTITY ORDERED/ACCEPTED
1		Clean and Renovate Foul Weather Jackets, type N-6			12
					EA
					\$2.25
					\$27.00
21. QUANTITY IN COLUMN 20 HAS BEEN		22. UNITED STATES OF AMERICA			23. TOTAL
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED		BY J.L. GARNER, LT, SC, USN			\$27.00
24. CERTIFY that the account is correct and proper for payment		25. PAYMENT			26. OFFER SHEETS
27. RECEIVED AT		28. DATE RECEIVED			29. INITIALS
28. RECEIVED BY		29. DATE RECEIVED			30. CHECK NUMBER
		31. TOTAL DEDUCTIONS			32. BILL OF LADING NO.
		32. SUB ACCOUNT NUMBER			33. SUB VOUCHER NO.

DD FORM 1155 (8C) PREVIOUS EDITION IS OBSOLETE Form Approved by Comptroller General, U.S., 27 May 68 Exemption to SF 18 under 52 USC Approved by Budget Bureau Oct '68 S/N 0102 LP 011 3102 88NP0165

Figure 5-17.-Example of an Order Under Indefinite Delivery Contract (DD Form 1155).

sources of supply 10 make small purchases of items of the same general category. Such an arrangement eliminates the need to issue several purchase orders for small requirements by providing for purchases to be made by placing calls either orally or by informal memoranda against the blanket purchase agreement.

**OBTAINING BPA.**— When a BPA is desired and the conditions in the NAVSUP P-485 exist, the supply officer, or commanding officer of a ship without a Supply Corps officer attached may request that the supporting shore supply activity establish a BPA. A copy of this letter must be forwarded to the type

commander, and it must contain the following information:

- Type of supplies or services required..
- Suggested sources of supply.
- Period of time during which the supplies or services will be required.
- Name or names of individuals within the supply department authorized to place orders against the BPA.

When determined by the supply activity that the request is justifiable, it will negotiate and prepare the BPA. Copies of the BPA are then provided to the ship, the vendor, and the activity designated to make payment.

Material is obtained by the authorized person designated in the BPA by placing calls to the vendor.

Consult NAVSUP **P-485** for additional information on call procedures, billing, screening, and the review **required** under the BPA procedure.

### Fast Payment Procedure

The "fast payment procedure" is used only for relatively small purchases and is initiated only by activities ashore. You are likely to receive material that has been ordered by this method, and you need to know how it works.

When you submit a requisition for purchase action and the supply activity responds by placing a fast payment order with a commercial supplier, you receive a copy of the purchase order and a pre-addressed postcard "Report of nonreceipt, damage, or nonconformance" (figure 5-18). You fill out and mail the postcard only if you receive damaged or

REPORT OF NONRECEIPT, DAMAGE, OR NONCONFORMANCE	
Important: Complete and return this card to the Naval Supply Center if material is not received within 60 days after delivery date specified in order; or upon receipt of damage of nonconforming supplies.	
NSC Purchase Order No. N00228-83-V-0134	Reqn. No. 56789-3123-5477
The supplies listed in the above purchase order were (check one)	
<input checked="" type="checkbox"/> Not received	
<input type="checkbox"/> Received but rejected - Letter report attached	
Receiving activity USS JOHN PAUL JONES DDG-32	Date 16 Aug 8-
Signature <i>[Signature]</i>	Title Supply Officer

BACK

NAVY DEPARTMENT OFFICIAL BUSINESS	POSTAGE AND FEES PAID NAVY DEPARTMENT DOD-316
Commanding Officer Naval Supply Center Oakland, California 94625	
06NPO022	

FRONT

Figure 5-18.-Example of a report of nonreceipt, damage, or nonconformance card.

nonconforming supplies, or if the material is not received within 60 days after the delivery date specified on the purchase order.

The supplier who receives a fast payment order ships the material to the designated address and at the same time sends an invoice to the paying activity. The supplier certifies on his invoice that he has complied with the terms of the purchase order, and agrees to

replace, repair, or correct supplies not received at destination, damaged in transit, or not conforming to purchase requirements.

The procedure is designed to eliminate the time and expense required for inspection and acceptance of small purchases before delivery to ships, overseas activities, or other distant points, and to permit payment to the supplier when the material is shipped.